



You use the Calculate Adjustment feature when you need to make changes to a person's pay history. This can be used when you first begin to use the Payroll program, if you're beginning in the middle of a year and your employees' and independent contractors' records need to be brought up to date. You can also use the Calculate Adjustment feature to edit a person's totals or pay history.

To start, make a back-up of your data. On the opening screen click *Administration>Backup*. If you wish, you can print out the Federal Taxable Earnings, Withholdings, and Net Pay Detail Report before and after to check for accuracy. To run this report go to *Reports/Export* click *History Reports>Federal Taxable Earnings, Withholdings, and Net Pay Detail*.

To begin the adjustment click *Payroll>Calculate Adjustment*. A dialog box will popup with a warning, *Checks are not created when calculating an adjustment. To create checks, select 'Calculate Payroll'*. Click *Ok*.

1. On the **Calculate Adjustment Wizard** enter the appropriate date for in the *Adjustment Date field*. Click *Next*.

2. On **Filter Payees**, select *Employees* or *Contractors* then click *Specific*, which will give you the list of all payees. Then click *Uncheck All* and put a check mark next to the payees you need to adjust. Click *Next*.

3. On **Review Pay and Rate**, all fields are zero amounts ready for the adjusting amount/amounts to be entered in the appropriate fields. If any adjustments need to be made on that screen enter the appropriate amounts in the appropriate fields. Click *Next*.

**Please Note:** Amounts can be positive or negative and should be the amount to change the total currently on the report not the ending total amount. *For Example*, if the report is currently showing \$1000.00 and it should be \$1500.00 then you would put a positive \$500.00 in the appropriate field being adjusted.

4. **Posting Selections**, click *Browse Adjustment*, to edit amounts under the tax fields at the bottom of the screen. Again, all fields are zero amounts ready for the adjusting amount/amounts to be entered in the appropriate fields. After amounts are entered click *Ok* to get out of the *Browse* screen and back to *Calculate Adjustment Posting Selections*. Click *Next*.

**Please Note:** amounts can be positive or negative and should be the amount to change the total currently on the report not the ending total amount.



**5. Posting Selections**, Post to Payroll?, choose *Yes*. Usually you **DO NOT** *Transfer to Accounting*. Check to *Print Reports*. Click *Next*.

**6. Select Reports**, *Print* out reports. Click *Next*.

7. Click *Finish*

**Note:** If the Adjustment is not correct:

First, Close and relaunch the program and check the report again.

Next, Go to Payroll > Void Adjustment, Highlight and click Void, this will back out the adjustment, then you can try again.